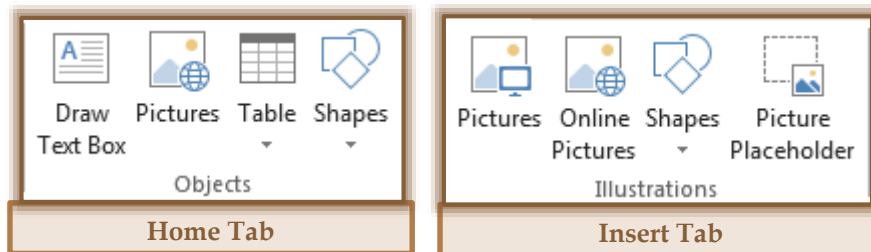


## PUBLISHER BORDERS

A line border of any color or thickness, a predesigned border, or a custom border can be added to a publication page, a text box, a shape, or a picture in a publication. It is also possible to add a picture that is designed as a border to any of the objects in a publication.

### ADD A BORDER TO A PAGE

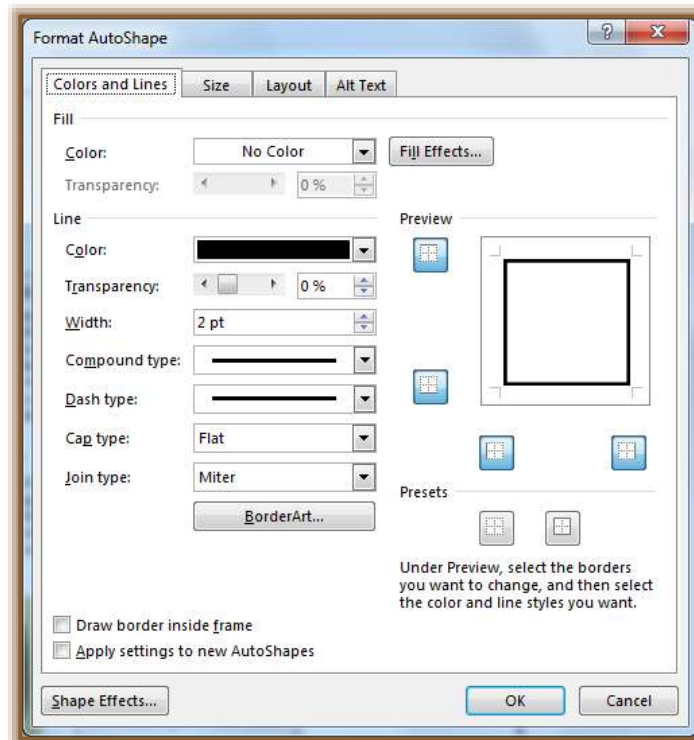
- ✦ Select the page to which the border is to be added.
- ✦ Click the **Home Tab**.
- ✦ In the **Objects Group**, click the **Shapes** button.  
or
- ✦ Click the **Insert Tab**.
- ✦ In the **Illustrations Group**, click the **Shapes** button.



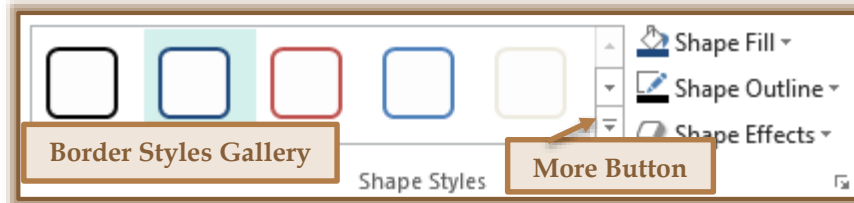
- ✦ In the **Basic Shapes** section, click the **Rectangle** shape.
- ✦ Drag the shape to the page and draw a rectangle the size of the page border, such as to the Page Margins. The Page Margins are indicated by the green lines around the edge of the page.

### Add a Line Border

- ✦ Right-click the rectangle.
- ✦ Select **Format AutoShape** from the list.
- ✦ The **Format Auto Shape** dialog box will display (see illustration below).



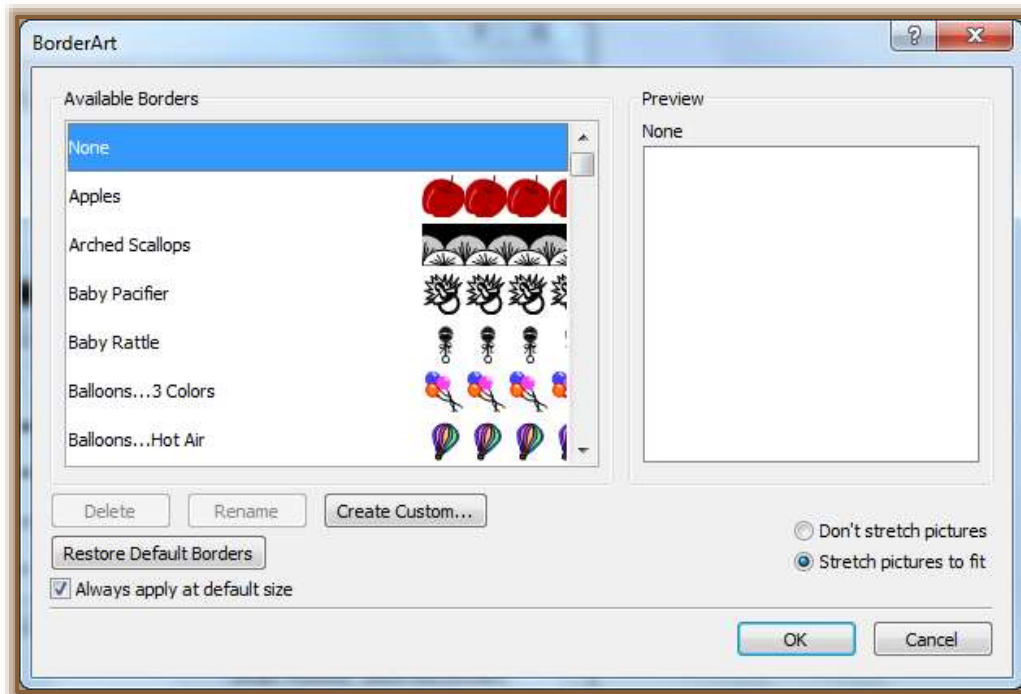
- ✦ Click the **Colors and Lines** tab.
  - ✦ Under **Line**, select the color and line options that are to be applied to the border.
  - ✦ Make sure the **Fill Color** is set to **No Color**.
  - ✦ Click **OK** when all the changes have been made.
- or
- ✦ Click the **Drawing Tools Format Tab**.
  - ✦ In the **Shape Styles Group**, click the **Shape Outline** button (see illustration below).



- ✦ Select a color for the border.
  - ✦ Click the **More Outline Colors** button to see a gallery of additional colors.
- or
- ✦ Select a **Border Style** from the **Shape Styles Gallery**.
  - ✦ Click the **More** button to see additional **Styles**. Be sure to select a Style that does not contain a **Fill Color**.

### Add a Predesigned Pattern Border

- ✦ Right-click the rectangle.
- ✦ Select **Format AutoShape** from the list.
- ✦ The **Format Auto Shape** dialog box will display.
- ✦ Click the **Colors and Lines** tab.
- ✦ Click the **Border Art** button.
- ✦ The **Border Art** dialog box will appear (see illustration below).

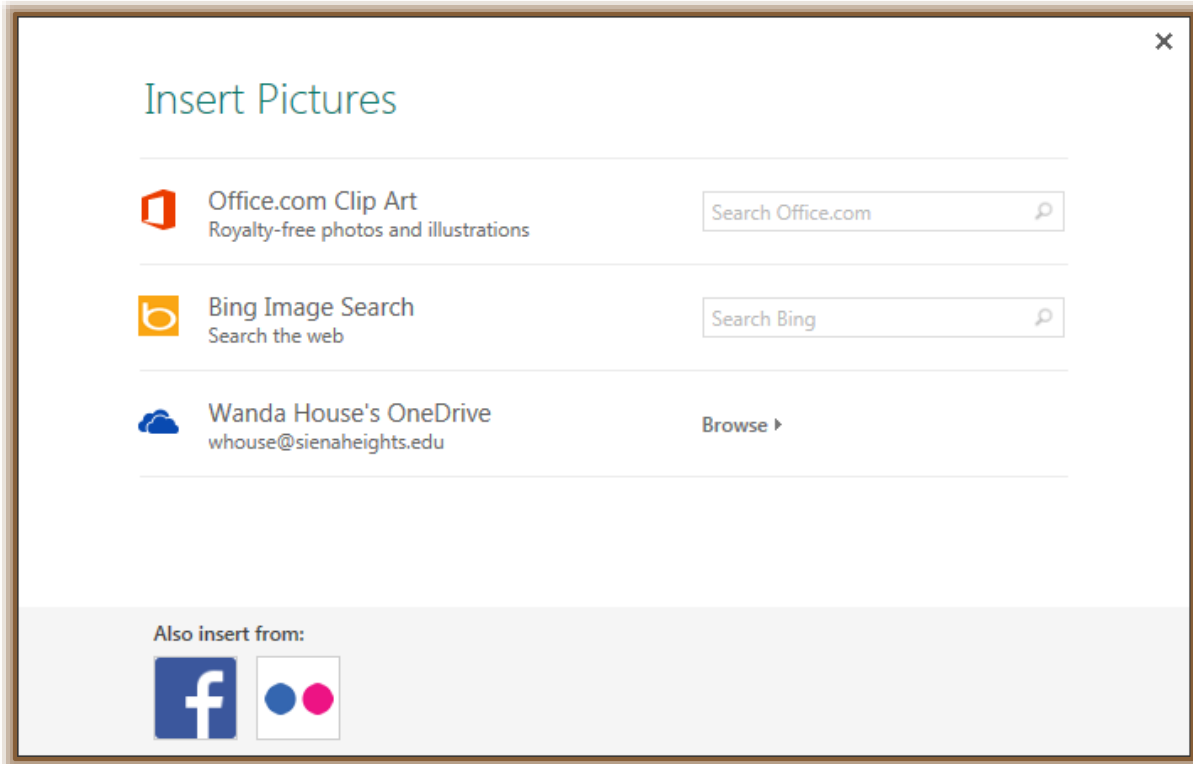


- ✦ In the **Available Borders** list, click the border that is to be applied.

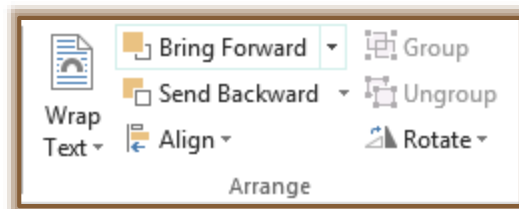
- † A **Preview** of the border will appear under the **Preview** area.
- † Click **OK** to return to the **Format AutoShape** dialog box.
- † Click **OK** again to apply the border to the page.

### Add a Custom Border

- † Select the page that the border is to be applied to.
- † Click the **Insert Tab**.
- † In the **Illustrations Group**, click the **Online Picture** button.
- † The **Insert Picture** window will display (see illustration below).



- † Input **Page Borders** into one of the **Search** boxes.
- † Click the **Search** button.
- † Click the border that is to be applied to the page.
- † Resize the border to fit the margins of the page.
- † If the border covers the contents of the page:
  - ✦ Click the **Picture Tools Format Tab**.
  - ✦ In the **Arrange Group**, click the **Send to Back/Send Backward** button (see illustration below).



**NOTE:** A border can also be inserted from the **Building & Accents Building Blocks** gallery.

### ADD A BORDER TO A TEXT BOX, SHAPE, PICTURE, OR OBJECT

A line border can be added to a text box, a shape, a picture, or an object. A predesigned or custom border can be added to a text box, a picture, or a rectangle, but not to a shape, such as a circle or an oval.

- ✦ Right-click the text box or other object to which the border is to be applied.
- ✦ Select the proper **Format** option, such as Picture or Text Box.
- ✦ The **Format** dialog box will appear.
- ✦ Click the **Colors and Lines** tab.
- ✦ In the **Line** section, select the appropriate Color and Line options.
- ✦ Click the **OK** button to exit the dialog box.

or

- ✦ Click the **Picture Tools Format Tab** or the **Drawing Tools Format Tab**.
- ✦ Click the **Shape Border** button in the **Shape Styles Group**.
- ✦ Select a color for the line.
- ✦ Click the **More Colors** button to view a gallery of additional color options.

**NOTE:** For additional information on adding Border Art or Custom Borders to an object, click the Help Button in the upper-right corner of the Publisher window or press the **F1 Function Key**.